



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
8TH ARMY WIGHTMAN NCO ACADEMY (WLC/KTA)  
CAMP JACKSON, KOREA  
UNIT #15351  
APO AP 96258-5351

EAHC-NCOA

31 May 2013

## MEMORANDUM FOR RECORD

SUBJECT: Commandant's Policy #23 Recoupment of Basic allowance for Subsistence SOP during the STX

### 1. REFERENCE:

- a. AR 600-38, DA PAM 600-8

2. **PURPOSE:** This SOP outlines the procedures for Basic Allowance for Subsistence recoupment. It applies to all students that are attending the 8<sup>th</sup> Army Wightman NCO Academy Warrior Leader Course. The information in this SOP is designed to support the units BAS recoupment process.

### 3. RESPONSIBILITIES:

- a. Commanders will initiate written action to suspend BAS when field duties are in excess of 14 days. Suspension of BAS will be by submission of a DA Form 4187 per paragraph 9-4, DA PAM 600-8, Management and Administration Procedures. It will be prepared and submitted within three working days from the effective date of the action.
- b. Soldiers who are authorized BAS will attend WLC with DA Form 4187 annotating the suspension of BAS for the duration of the WLC.

DAVID L. MORGAN  
CSM, USA  
Commandant